



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Manager, School of History, Faculty of Arts, Humanities and Cultures



**Salary: Grade 6 (£27,511 – 32,817 p.a.)**

**Reference: AHCH1025**

**0.8fte – 1fte (based on 35 hours per week)**

**Fixed term – 12 months (maternity cover)**

## Research Manager

### School of History, Faculty of Arts, Humanities and Cultures

**Do you have demonstrable understanding of the nature of academic research activity and the research funding environment in Higher Education, in particular for the Arts and Humanities? Do you possess excellent communication skills and a high level of numeracy and accuracy in the presentation of data?**

As a member of the School's Management and Administration Support team (MASS), you will provide efficient and effective support to researchers within the School and will work with key stakeholders to implement the School's research and impact strategies. This will involve managing, developing and implementing monitoring systems within the School and preparing material for the Annual Research and Innovation Review as well as other planning exercises, as required by the School/Faculty/University. You will work closely with the Director of Research and Innovation, Director of Impact and the REF Unit of Assessment Lead.

You will have demonstrable understanding of the nature of academic research activity and the research funding environment in Higher Education, in particular for the Arts and Humanities. You will possess a high level of numeracy and accuracy and will have confidence in preparing, presenting and understanding financial and large datasets. You will also have excellent communication skills and a proactive approach, through extensive experience of problem solving, identifying new opportunities, implementing improvements and undertaking new initiatives.

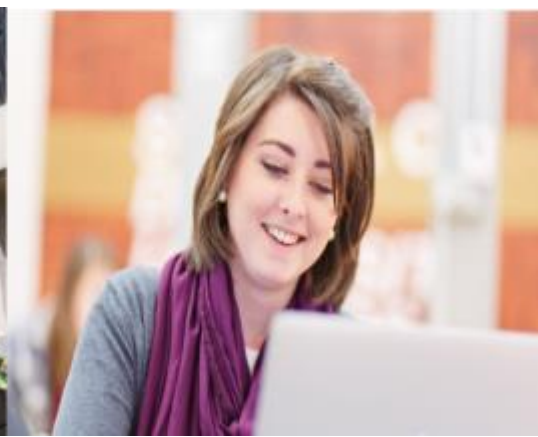
### What does the role entail?

As a Research Manager, your main duties will include:

- Working with the Director of Research and Innovation, Director of Impact, the REF Unit of Assessment Lead and Faculty Research and Innovation Office to develop the School's research and impact strategy in line with the University Strategy and developing guidance material for research processes;



- Ensuring that the appropriate guidance and support is given to academics in a timely manner so that records relating to research outputs, impact and the research environment are up-to-date and reflect the breadth of their activities. Monitoring progress on the completion of those records;
- Working with the Director of Research and Innovation in implementing a strategy for grant capture, developing and implementing the School's systems for monitoring the work of research active colleagues;
- Providing high level support to the School Unit of Assessment Lead for the collection and analysis of information for REF returns. Attending REF submission meetings as appropriate;
- Providing support to the Director of Impact for the promotion and collation of data relating to the School's Impact activities. Assisting with the process of developing REF impact case studies;
- Managing the grant application peer review process in the School;
- Managing the School's research leave process, ensuring that agreed policy is adhered to;
- Providing timely information to the Workload group on research leave and research-related items to include in staff's workloads;
- Working with the Faculty Research Office and Faculty HR for any Research-related recruitment processes.
- Overseeing the School's research budgets and reporting on expenditure to the School Manager and Research Committee, as required, as well as monitoring research related expense claims, ensuring that they are in line with School policy;
- Supporting the Director of Research and Innovation to create research committee agendas in line with School/Faculty/University strategies in all areas of research and innovation. Contributing as a member of the School Research Committee and providing a link between research and broader School management;
- Identifying opportunities for improvements in administrative processes, systems and procedures, raising suggestions and in consultation with the Faculty Research and Innovation Manager and School Manager, implementing changes where appropriate;
- Providing cover for other members of the MASS team and School Manager as required.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Research Manager, you will have:

- Previous relevant administrative experience;
- A knowledge of and interest in research in a Higher Education Institution;
- The ability to organise own work and meet stringent deadlines;
- Ability to demonstrate excellent communication skills and develop productive working relationships with a range of colleagues, including ability to provide specialist advice in an appropriate and sensitive manner;
- An ability to work with a high level of accuracy and attention to detail with a methodological approach to work and the ability to identify errors and inconsistencies;
- An adaptable and flexible approach to work, with an ability to work effectively in a dynamic environment;
- Effective problem solving skills with proactive approach to identifying problems and solutions
- Experience of organising and supporting meetings, including creating agendas, minutes and reports.

You may also have:

- Experience of working in the Higher Education sector;
- Experience of UK Higher Education research funding mechanisms and policies.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).



## Contact information

To explore the post further or for any queries you may have, please contact:

**Sarah Foster, School Manager, School of History**

Tel: +44 (0)113 343 3580

Email: [s.l.foster@leeds.ac.uk](mailto:s.l.foster@leeds.ac.uk)

## Additional information

Find out more about the [School of History](#) and the [Institute for Medieval Studies](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

